NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
September 9, 2026
9:30 a.m.

Supervisors Present
Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County – Treasurer
Steve Paull, Brooke County
Eric Freeland, Brooke County
Robert Luchetti, Jr., Ohio County
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County – Chairman

Supervisors Absent
Amy Wade, Ohio County – Secretary

Others Present
Don Whetzel, District Manager, WVCA via Teams
Jessica Otte, Conservation Specialist, WVCA
David Shipman, Soil Conservationist, NRCS
Ella Schellhase, Soil Health
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Wednesday, September 9, 2026, at 9:30 a.m. at the USDA Service Center in McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes
- **Jim Anderson made a motion to approve the August 2026 board meeting minutes as presented. Seconded by Chuck Glenn. Motion passed.**

Financial Report
- Bob Straub reviewed the August 2026 NPCD funds.
- Chuck Glenn reviewed the August 2026 Co-Administered funds and all bank statement reconcilements.
  Eric Freeland made a motion to file the August 2026 NPCD funds and co-administered funds for audit. Seconded by Jim Anderson. Motion passed.

Reports
- Farm Service Agency (FSA) – No Report
- WV Division of Forestry (WVDOF) – No Report
- WV Conservation Agency (WVCA) - Don Whetzel reviewed a written report.

September 2026 WVCA Report

Items to be thinking about and placed on your agenda in the coming month:
Carroll Greene Nomination – form is due to Kim D Arco by September 1
WVACD Honorary Member At Large
WVACD Lifetime Honorary Member

CDO Budget
CDO budget closeout needs submitted to Guthrie by August 1. If you haven't submitted please do ASAP.

Conservation Farm Tour
- **August** - Statewide judging was completed.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

Ag Enhancement Program Timeline
- August 18th deadline to submit new practice suggestions or Allocation formula suggestions
- State AgEP committee meeting September 30 10am ECD office. Call in information is available.

EWP funds recall
With recent flooding a letter has been sent to all CDs recalling EWP funds back to the agency. The reason for the call back is all contracting is being run through procurement not CDs and the agency needs to have quick access to the funding for those contracts.

HB5364 - Transition
- Outside legal counsel to transfer easements and real property for dams, channels, dikes, and levees has been secured.
- Sponsor Letters have been sent. WVCA staff will be meeting with the sponsors to address questions.
- O&M work process has begun in all areas with contracts being ran through procurement

- Association of Conservation Districts (WVACD) – Heather Duncan provided a written report.

September 2026 Board Report from Heather Duncan, WVACD Executive Director

Nominations Due!
Nominations for Member at Large and Honorary Member are due September 15th to Kelley Wayne at kwayne@wvacd.us or by mail. Nominations for Carrol Greene, Rookie of the Year, and Excellence in Communications are due September 1st to Kelley Wayne at kwayne@wvacd.us or by mail.

Committee Appointments
As we begin the new year, please consider your board representation on the following committees. Each CD should have a representative on the following: **WVACD Foundation** and **WVACD Legislative** (both of these committees typically meet quarterly at the quarterly meetings and as needed). Representatives are also needed for **Envirothon**, **Appalachian Grazing Conference** and **Grasslands**. Please send your committee representatives to Heather Duncan as you appoint them.

October Quarterly Meeting
The October meeting will be held the 28-29th at Cedar Lakes this year. It will be held in conjunction with the WV Conservation Awards Council (WVCAC) luncheon on October 29th. You can make a reservation at Holt Lodge (304 372-7860) on your own for the meeting with a rate of $94/night or you may choose to stay somewhere else. We will be charging a registration fee to cover meals and information will be coming out very shortly on this.

Saying Goodbye to Julie Simmons
It's very bittersweet that Julie Simmons will be starting with the WV DEP in their Youth Environmental Program and will be based out of the Charleston office. We hope to still run into Julie at events! Julie's last day with WVACD is Friday, September 4th.

County Commission Budget Season
It's budget season in most counties for county governments. Please be sure to reach out to your county commission and budget office to see if they are accepting budget requests. Be prepared to have a detailed budget, how it will positively affect county citizens, and project details. If anyone needs any assistance, please reach out to Heather at hduncan@wvacd.us.

Memberships
Please remember that annual and lifetime memberships are available. Also, sponsorships are available. Please assist in promoting these valuable opportunities.

Magnets Available!
WVACD has wooden magnets for sale! They are made right here in St. Albans! They are available for $5 each. The proceeds will go to further our mission and goals. A picture has been sent to AS' and also included in the quarterly newsletter. They are housed at the WVACD office and can be purchased there.

Grasslands Committee
If you are interested in becoming involved with the Grasslands Committee, please let Heather know. The committee would like to see 1-2 supervisor members from each conservation district represented. Currently, the committee meets quarterly at the WVACD office and a virtual option is available as well. Please contact Heather or committee chair, Jim Anderson for more information. Please be sure to have teams show their interest soon!

The contest will be held on Thursday, September 10th.

Upcoming Dates
September 1: Carrol Greene, Rookie of the Year, and Excellence in Communications nominations due to WVACD
September 2: WV Envirothon Committee Meeting, 10 am @ WVACD Office/Teams
September 2: NE NACD Planning Committee Meeting, 1 pm @ WVACD Office/Teams
September 10: Grasslands Contest in Braxton County
September 13-21: Heather on vacation. Emails and phone calls will be delayed in response.
September 13-15: Legislative Interims at Charleston
September 15: Honorary and Member at Large nominations due to WVACD
September 18: AGC Committee Meeting, 10 am @ MCD Office/Teams
September 21: WV Envirothon Teacher Training Day @ Holly Gray Park
September 28: Eastern Area Meeting, 10 am @ Eastern Panhandle CD
September 28: Western Area Meeting, 9 am TEAMS ONLY
October 2: Central Area Meeting, Elk CD
October 5-8: Heather at NACD Association of Conservation Executive Directors (ACED) conference
October 7: Envirothon Meeting, 10 am @ WVACD Office/Teams
October 7: NE NACD Planning Committee Meeting, 1 pm @ WVACD Office/Teams
October 13: SCC Meeting, WVCA Headquarters (no WVCAC meeting!)
October 28-29: WVACD Quarterly Meeting/WVCAC Luncheon

- Natural Resource Conservation Service (NRCS) – David Shipman reviewed a written report.

September 2026
NRCS Report: Northen Panhandle Conservation District

- **Training/Upcoming Events/Outreach**
  - Tick and Screwworm Meeting is scheduled for August 26th, 6:00pm, Marshall County Fairgrounds
  - **Hands on Ag Day in Marshall County will be held September 17th and 18th at the Marshall County Fairgrounds**
- **Programs**
  - Currently accepting FY2027 applications
- **Field Visits/Conservation Planning**
  - Staff completed field visits for conservation planning, technical assistance, and practice certifications.
  - Staff are reviewing contracts to ensure designs are completed.
- **Hancock County Office Hours**
  - Office hours will be held as weather dependent. If it looks clear, we will go up, if it looks like inclement weather, we will hold off.
    - September – Cancelled due to Hands on Ag Day
    - October 15th
    - November 19th
- **Miscellaneous**
  - Kevin has been assisting area office engineering staff on a part-time basis.
  - Katie – Leave 9/4-9/11, David Shipman acting

- Wheeling Creek Watershed Commission (WCWC) – No report
- Administrative Specialist (WVCA) – No report
- NPCD Soil Tester/District Administrator – Ellas Schellhase reviewed a written report

Updated through 09/04/2026

Farmer	County	Acres/ Fields	Date Sampled	Soil Sampling (Y/N)	Forage Sample (Y/N)	Soil Health Sampling (Y/N)
Jordan Simons	Marshall	39.1	08/18/2026	Y (5)	N	N
Jarrett Blake	Marshall	-	08/18/2026	N	Y(3)	N
Colleen Lucey	Marshall	-	08/19/2026	N	Y(3)	N
Samuel Fankhouser	Marshall	-	08/20/2026	N	Y(1)	N
Timothy Bledsoe	Marshall	23.1	08/21/2026	Y (6)	N	N
Frederick Dague	Ohio	36.7	09/02/2026	Y (7)	Y (5)	N
Matthew Bonar	Ohio	12	09/03/2026	N	N	Y
	Total Acres	110.9		Total Soil = 18	Total Forage = 12	
	YTD Total Acres	625.9				

Overview:

- Since 08/14/2026, 7 farms have been tested.
    - The total for the 2026 year is 25 farms.

Garden/high Tunnel:

- 147.3lbs of produce have been harvested and taken to the soup kitchen since 08/14/2026.
    - Zucchini and peppers are producing very well

Soil Health Update:

- The first sample has been collected, reported, and shipped. Waiting for results
- More tests are being scheduled

Other:

- Covered office and completed general administrative tasks as needed
    - Aided with Hands on Ag day packets
- Continuing to collect forage and soil samples as requested

- Visitors - None

- Committee Reports
    - Equipment Committee
        - Lawnmower (Ventrac) and lime spreader have not been sold.
        - Chuck Glenn would like to have some of the equipment put away.

    - Building Committee
        - Jim Anderson reported on the clean out of the garage last month. New cameras have been installed.

    - O&M Committee
        - Robert Luchetti, Jr. reported that he and Jim Anderson inspected the mowing of the PA dams.

    - Bee Committee
        - There is a surplus of jarred honey and honey that needs to be jarred from the bee extraction field day. **Jim Anderson made a motion to get 100 small 2-ounce jars for honey to give out at banquet and get 8-ounce jars for remaining honey to be able to sell for a donation. The budgeted cost to spend on jars and labels is up to $300.00. Seconded by David McCardle. Motion passed.**
        - David Shipman reviewed a written report

September Bee Report

Attached is the report for the hive activity to date

- Monthly reports will continue and be shorter but include everything that is currently known.

Hive Move

- Hives have been moved
- Number has been reduced by 2
- Numbers will not increase

Honey extraction Demo

- 9 registered attendees
- 15 total attending, with Presenters and Help
- 35 2 oz jars were filled along with 24 Half pint mason Jars
- More honey still needs to be Jared.
- Honey was only taken from 2 Hives and 3 more are available to pull

honey from if desired.

District Honey Label???

Options for Honey from the NPCD Apiary

- Give out at fairs or banquet???
- Selling by donation with no set price to support the apiary???
- Offer for sale on website???

Quotes for heating and cooling System for school House

- See attached
- 3 businesses called only 2 gave estimates.

- Grassland Committee
  - Jim Anderson reported that the competition is tomorrow. Jim, Mark Fitzsimmons, and Amy Wade will attend from the district.

- Education Committee
  - Katie Fitzsimmons provided a written report for review. David Shipman reviewed.

September 2026 Education and Outreach Report

September will be an update on completed and planned programming. We will hold a committee meeting again prior to the October board meeting.

Completed Programs

- Cattleman's Conference (Beef Quality Assurance) – remaining balance $1,052.99
- Local Work Group Meeting – zero cost, remaining balance $1000
- Open House - remaining balance $74.00
- Elementary Student Planting/Community Garden/High Tunnel – overbudget $202.73
- Tick and Screwworm Informational Meeting – ___ attendees, $250 donation from Marshall County Coop for event, waiting to hear from WVDA on funding request and have not received receipts from speaker.
- Honey Extraction Class with Tri State Beekeepers – held 9/1, 10 people in attendance

Planned workshops:

Tree ID Workshop – September 28th 5:30pm-7:00pm, ee will limit to 25 people and not charge for this as it will not include a meal, just provide water and a snack. If we do not have 10 people register, we will postpone till spring.

Pumpkin Experiment – Ohio County, potentially Ritchie Elementary School, 1st and 2nd grade. Marshall County, Hilltop Elementary, 1st & 2nd grade. Reaching out to principals. Spoke with E.L. Black & Sons and they can supply pumpkins.

Compost Barrel Workshop – Brooke County, awaiting setting date and advertisement until the barrels get delivered so we know how many we have.

Rain Barrel Workshop – Hancock County in the spring 2027

Forestry Field Day – Plan as a spring 2027 program

Pumpkin Experiment – Ohio County, potentially Ritchie Elementary School, 1st and 2nd grade. Reaching out to principal. Plan to get pumpkins from E.L. Black and Sons again this year.

Pollinator Field Day & Youth Bee Keeping – this is still being discussed with beekeepers.

- AgEP Committee
    - Jessica Otte reported that there is a State AgEP Committee meeting on September 30. Jessica did not get the district request into the State AgEP Committee to change the small-scale soil amendment to be combined with Urban Ag for FY28.
    - Jessica recommended having an AgEP meeting to discuss FY28. The meeting will be held on September 24 at 10:00 am at the NPCD office.

Old Business

- Tygarts Valley CD Lawsuit – No update

- Investment of NPCD Funds
    - No update. **Jim Anderson made a motion to table investment of NPCD funds to next meeting. Seconded by David McCardle. Motion passed.**

- NPCD Annual Banquet
    - No update. **Jim Anderson made a motion to table NPCD annual banquet until the next meeting. Seconded by David McCardle. Motion passed.**

New Business

- Bids for Heating & Cooling for Schoolhouse
    - There were three contractors contacted for quotes for a heating and cooling system for the schoolhouse. Only two quotes were received. **Jim Anderson made a motion to accept the quote from Johnson Boiler Works in the amount of $8,000.00 for installation of a heating and cooling system for the schoolhouse. Seconded by Chuck Glenn. Motion passed.**

- Ohio Count Country Fair Supervisor Schedule
    - As follows:

Friday, October 2	2 pm to close – Bob, Jim, & Mark
Saturday, October 3	9 am to 1 pm – Steve
	1 pm to 6 pm – Ella
Sunday, October 4	9 am to 1 pm – Bob
	1 pm to close - David

- Approval of PA648 Dam Mowing
    - **Jim Anderson made a motion to approve the invoice for payment for the completed mowing at PA 648 dam. Seconded by Robert Luchetti, Jr. Motion passed.**

- Conservation Agreements
    - Gary W. Morris/Marshall County/67 acres
    - Rod & Megan Pattison/Brooke County/160 acres

  Jim Anderson made a motion to approve G. Morris and R. & M. Pattison as new cooperators. Seconded by Chuck Glenn. Motion passed.

- Ag Enhancement Program (AgEP)
    - FY27 Available Funds - $45,488.89

- FY27 Applications for Approval

Name	Practice	**Amount**	**Ranking**	**Cost Share**	**Running Total**
Eric Woodburn	PDF	800 ft – WW	115.5	$2,000.00	$2,000.00
Chad Lamp	NM	23.7 acres	105	$1,777.50	$3,777.50
Jonathan Duggan	Lime	5.25 acres/10.5 tons	85	$262.50	$4,040.00
Richard Gibson	HUA	1,500 sq ft	98	$1,980.00	$6,020.00
Evan Hewitt	EF-Woodland	800 ft – WW	55	$2,000.00	$8,020.00
Meredith Moore-Krupinski	PP	2 Nucs	75	$200.00	$8,220.00
Frank Heller	WS	1 system	115	$2,000.00	$10,220.00
Eric Beatty	UA	Multiple practices	270	$1,000.00	$11,220.00
Richard Parson	IS	Chemical Only	150	$600.00	$11,820.00
Logan Toler	FS	5.9 acres	26	$88.50	$11,908.50
William Childers	PC	1 pond	90	$2,000.00	$13,908.50
Lewis Hopkins	RR	1 structure	80	$695.00	$14,603.50
Mickaela Mason	PDF	1,000 ft – HT	113.5	$2,000.00	$16,603.50
David Whitzgall	NM	25 acres	99	$1,875.00	$18,478.50
Alan Crow	Lime	45.2 acres/90.4 tons	80	$2,000.00	$20,478.50
Melissa Gebhardt	HUA	510 sq ft	90	$673.20	$21,151.70
Keith Mason	EF-Woodland	1,000 ft – BW	55	$2,000.00	$23,151.70
Nick Frankovitch	WS	1 system	105	$2,000.00	$25,151.70
Tom Gibson	UA	Multiple practices	175	$1,000.00	$26,151.70
Eric Butler	IS	Chemical Only	90	$600.00	$26,751.70
Brady Raab	PDF	1,000 ft – BW	113	$2,000.00	$28,751.70
Lewis Hopkins	NM	17.4 acres	77	$1,305.00	$30,056.70
Eric Butler	Lime	25 acres/50 tons	70	$1,250.00	$31,306.70
Rebecca Ferrell	HUA	936 sq ft	62	$1,235.52	$32,542.22
John W Miller	WS	Spring development, pipeline, HUA	100	$1,629.20	$34,171.42
Terry Simms	IS	Chemical Only	80	$600.00	$34,771.42
Kaitlyn Groves	PDF	800 ft – WW	112	$2,000.00	$36,771.42
Mildred Allison	NM	25 acres	76	$1,875.00	$38,646.42
Mildred Allison	Lime	19.8 acres/39.6 tons	70	$990.00	$39,636.42
Chris Hartley	WS	1 system	95	$2,000.00	$41,636.42
Melissa Elliott	IS	Chemical Only	75	$600.00	$42,236.42
Carrie Shipman	PDF	1,000 ft - HT	112	$2,000.00	$44,236.42
Jeff Allen	NM	22.5 acres	85	$1,314.25	$45,550.67
Suzan Smith	WS	Pipeline, 2-hole frost free, HUA	73	$1,687.50	$47,238.17
Philip Kittle	PDF	1,000 ft – HT	85	$2,000.00	$49,238.17
Chuck Glenn	NM	24.5 acres	60	$1,837.50	$51,075.67
Richard Otte	PDF	1,000 ft – BW	95	$2,000.00	$53,075.67
Greg Knight	PDF	1,000 ft – HT	89	$2,000.00	$55,075.67
Fernandez Family Farm	PDF	1,000 ft – HT	88	$2,000.00	$57,075.67
Doug Allison	PDF	1,000 ft – BW	87.5	$2,000.00	$59,075.67
Jay Bierce	PDF	800 ft – WW	85.5	$2,000.00	$61,075.67
Mark Otte	PDF	1,000 ft - BW	85	$2,000.00	$63,075.67
Rebecca Ferrell	PDF	490 ft – BW	84	$980.00	$64,055.67
Michael Riggle	PDF	800 ft – WW	81.5	$2,000.00	$66,055.67
Eric Blend	PDF	800 ft – WW	77	$2,000.00	$68,055.67
Kim Riggle	PDF	1,000 ft – HT	75.5	$2,000.00	$70,055.67
Lawrence Moore	PDF	690 ft – WW	67.5	$1,725.00	$71,780.67

**Line items highlighted in yellow are NPCD supervisors, family or staff

Applications for W. Childers-PC and T. Gibson-UA were approved by the WVCA pending availability of NPCD AgEP funds. NPCD funds are available.
After much discussion regarding availability of AgEP funds **David McCardle made a motion to approve the AgEP applications for the following cooperators:**

Eric Woodburn	PDF
Chad Lamp	NM
Jonathan Duggan	Lime
Richard Gibson	HUA
Evan Hewitt	EF-Woodland
Meredith Moore-Krupinski	PP
Frank Heller	WS
Eric Beatty	UA
Richard Parson	IS
Logan Toler	FS
Lewis Hopkins	RR
Mickaela Mason	PDF
David Whitzgall	NM
Alan Crow	Lime
Melissa Gebhardt	HUA
Keith Mason	EF-Woodland
Nick Frankovitch	WS
Eric Butler	IS
Brady Raab	PDF
Lewis Hopkins	NM
Eric Butler	Lime
Rebecca Ferrell	HUA
John W Miller	WS
Terry Simms	IS
Kaitlyn Groves	PDF
Mildred Allison	NM
Chris Hartley	WS
Melissa Elliott	IS
Carrie Shipman	PDF
Jeff Allen	NM
Suzan Smith	WS
Philip Kittle	PDF

Seconded by Robert Luchetti, Jr. Motion passed.
David McCardle made a motion to not approve the application for Mildred Allison for lime due to the total cost share would go over the allotted amount of $2,000.00. Seconded by Robert Luchetti, Jr. Motion passed.

Cooperators will be contacted in ranking order (below) as funds may become available.

David McCardle made a motion not to approve the applications listed below due to unavailable funds. Seconded by Robert Luchetti, Jr. Motion passed.

Chuck Glenn	NM
Richard Otte	PDF
Greg Knight	PDF
Fernandez Family Farm	PDF
Doug Allison	PDF
Jay Bierce	PDF
Mark Otte	PDF
Rebecca Ferrell	PDF
Michael Riggle	PDF
Eric Blend	PDF
Kim Riggle	PDF
Lawrence Moore	PDF

- FY27 Applications Not Eligible

Name	Practice	Reason
Cody Lucey	HUA	Funded by NRCS
John Tominack	WS	Funded by NRCS
Fred Miller	PC	Not for agricultural use
Douglas Allison	Lime	Did not have current soil test
Barbara Tunanidis	IS	Not actively farming
Barbara Tunanidis	SA	Did not have current soil test
A Lee McLaughlin	WS	No livestock
David Reinbeau	PDF	Installed fence prior to approval

Robert Luchetti, Jr. made a motion to review and accept not eligible applications listed above for reasons listed. Seconded by David McCardle. Motion passed.

- FY27 Applications Unable to Fund Due to Going Over Approved Cost Share Amount of $2,000 total per Fiscal Year

Name	Practice	Reason
Melissa Gebhardt	WS	Also applied for HUA with a cost share payment of $673.20. WS cost share would be $2,000. Melissa said the HUA is the priority and she will apply for WS next year.
Fernendez Family Farm	EF-Woodland	Also applied for PDF with a cost share payment of $2,000. Fernendez Family said the EF is the priority.
Eric Blend	WS	Also applied for PDF with a cost share of $2,000. Eric said the PDF is the priority.
Alan Crow	NM	Also applied for Lime with a cost share payment of $2,000. Alan said the Lime is the priority.
Carrie Shipman	RR	Also applied for PDF with a cost share payment of $2,000. Carrie said the PDF is the priority.
Richard Otte	RR	Also applied for PDF with a cost share of $2,000. Richard said the PDF is the priority.
Chris Hartley	PDF	Also applied for WS with a cost share payment of $2,000. Chris said the WS is the priority.

Chuck Glenn made a motion to accept all non-funded applications listed above due to other priority practices over the $2,000.00 limit for the year. Seconded by Eric Freeland. Motion passed.

- FY27 Application Retracted by Cooperator

Name	Practice	Reason
Tim Bledsoe	PDF	Tim requested to pull his application for PDF.

Jim Amderson made a motion to accept the cancellation of application requested by T. Bledsoe. Seconded by David McCardle. Motion passed.

Correspondence – None

Supervisor Reports – No reports

NEXT MEETING
The next board meeting will be held on **Thursday, October 8, 2026, at 10:00 a.m.,** at the USDA Service Center, McMechen.

There being no further business, the meeting was adjourned at 11:50 a.m.

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Mark Fitzsimmons, Chairman **Jim Anderson, Vice-Chairman**

Minutes submitted by Veronica Gibson